

**NEW HANOVER COUNTY AIRPORT AUTHORITY  
REGULAR MEETING  
November 2, 2022**

**CALL TO ORDER**

The New Hanover County Airport Authority met on Wednesday, November 2, 2022, at Wilmington International Airport, 1740 Airport Boulevard, Wilmington, North Carolina. Chairman S. Thompson called the meeting to order at 5:03 p.m. Mr. J. Thompson led the Authority in the pledge of allegiance. Chairman S. Thompson asked Authority members if they had any conflict of interest pursuant to the Authority's Code of Ethics statement. No conflicts of interest or potential conflicts of interest were identified.

Airport Authority members present were Spruill Thompson, Chairman; Nick Rhodes, Vice Chairman; Tom Wolfe, Secretary; Julia Olson-Boseman, Jason Thompson and Faison G. Sutton. Wanda Copley, County Attorney was also present. ILM staff present included Jeff Bourk, Airport Director; Granseur Dick, Deputy Airport Director; Carol LeTellier, Business Development Director; and Rose Davis, Executive Assistant. Approximately 15 guests from the public attended the Authority meeting.

Authority member Lee Williams and Robert Campbell, Deputy Airport Director, were absent from this meeting.

**APPROVAL OF MINUTES**

The Authority has reviewed the minutes of the regular meeting on October 5, 2022. Mr. J. Thompson MOVED, SECONDED by Mr. Wolfe to approve the minutes of the October 5, 2022, regular meeting as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

The Authority has reviewed the minutes of the Closed Session on October 5, 2022. Mr. J. Thompson MOVED, SECONDED by Mr. Wolfe to approve the minutes of the October 5, 2022 Closed Session as submitted. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

**PUBLIC COMMENTS** - None.

**SPECIAL PRESENTATION**

Mr. Bourk recognized and congratulated Erin McNally, Marketing, Air Service Development and PR Manager, for being chosen the WILMA Magazine Woman to Watch 2022 in the Public Sector category.

**FINANCE, MARKETING AND AIR SERVICE DEVELOPMENT**

Mr. Bourk reviewed ILM's September financial summary, financials, and cash summary.

Mr. Bourk reviewed the monthly activity and performance reports, and the marketing and advertising reports.

### **OPERATIONS & FACILITIES**

Mr. Dick updated the Authority on the status of the terminal expansion and IT infrastructure improvements and provided a status of the Ramp, Gate 8 Jet Bridge and TSA equipment installation. Mr. Dick reviewed the airport operations chart. Mr. Dick reported on the execution of the NC-AIP grant for \$6.75M, submission of the draft 2023 FAA ACIP, and the application for BIL-ATP for Terminal Curb Improvements. Mr. Dick advised the Authority that all work following the Part 139 inspection was completed and ILM has received a final close out letter for the inspection.

### **BUSINESS DEVELOPMENT**

Ms. LeTellier, on behalf of the Business Development Committee, recommended the approval of the Fourth Lease Amendment for Marathon FBO Partners, LLC d/b/a AeroCenter Wilmington expanding their leasehold by 78,800 SF. Mr. Wolfe MOVED to approve the Fourth Lease Amendment as presented. No second was required as this recommendation came from the Business Development Committee. Upon vote the MOTION WAS APPROVED. Mr. Williams was absent.

Ms. LeTellier updated the Authority on planning services from Coffman & Associates related to the ILM Business Park and the RFP for Terminal Concession Opportunities.

### **DIRECTOR'S REPORT**

Mr. Bourk recommended the approval of the 2023 Authority Meeting Schedule as presented, noting the January and August meetings have been removed. The January meeting will be replaced by an Authority work session and the August meeting is removed since it falls so closely after the July meeting. Mr. Wolfe MOVED, SECONDED by Mr. Rhodes to approve the 2023 Authority Meeting Schedule as drafted. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

Mr. Bourk updated the Authority on the Cape Fear General Aviation Day and the ARFF tabletop exercise held in October. Discussion followed regarding the aviation scholarship program and partnering with CFCC on future aviation related events, like the ACE camp for middle school students held this past summer. Mr. Bourk shared the plans for an Authority Planning Session in January.

Mr. S. Thompson opened discussion to adopt a Consent Agenda for future Authority meetings and there was no objection to pursuing a Consent Agenda for future meetings.

**UNFINISHED BUSINESS** - None.

### **NEW BUSINESS**

Chairman S. Thompson called for a motion for the Authority to enter a closed session to discuss matters relating to the expansion of industries and economic development pursuant to NCGS §143-318.11(a)(4). Mr. Rhodes MOVED, SECONDED by Mr. Wolfe to enter into closed session for the above referenced matters. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

All persons not Authority members or ILM staff were asked to leave the meeting. The Authority went into closed session at 5:31 pm.

Mr. Wolfe MOVED, SECONDED by Mr. Rhodes to return to open session. Upon vote, the MOTION WAS APPROVED. Mr. Williams was absent.

**OPEN SESSION**

The Authority returned to open session at approximately 5:57 pm. Chairman S. Thompson reported that the Authority completed its discussion relating to expansion of industries and economic development.

The Authority reached a consensus for ILM staff to pursue the economic development opportunity as discussed in closed session. Mr. Williams was absent.

**ADJOURNMENT**

Mr. Rhodes MOVED to adjourn the meeting. Upon vote the MOTION WAS APPROVED. Mr. Williams was absent. There being no further business to come before the Board, Chairman S. Thompson adjourned the meeting at 5:58 pm.

Prepared by:  
Rose M. Davis

Respectfully Submitted:

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Thomas Wolfe, Secretary

Date of Approval: December 7, 2022